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| Bulletin Number | 33909BR |
| Type of Recruitment | Open Competitive Job Opportunity |
| Department | Auditor-Controller |
| Position Title | ASSISTANT ACCOUNTING SYSTEMS ANALYST |
| Additional Title | INFORMATION SYSTEMS ANALYST |
| Exam Number | S2646B |
| Filing Type | Open Continuous |
| Filing Start Date | 04/21/2014 |
| Salary Type | Monthly |
| Salary Minimum | \$4,940.00 |
| Salary Maximum | \$5,813.00 |
| Benefits Information | Non-Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules |
| Position/Program Information | Positions allocable to this class are located in the Department of Auditor-Controller and assist higher level analysts in performing systems analysis in connection with the development, evaluation, and review of large-scale and complex computerized and non-automated fiscal control systems. Work is performed within a limited framework of responsibilities and under close direct supervision of higher level analysts. |
| Essential Job Functions | <p>Analyzes existing operations, fiscal controls, and standards in computerized and non-automated information systems by performing various studies and tests, identifying and reporting on potential problems, and assisting in the implementation and conversion project plans for new systems and/or system enhancements. This may include performing the following: testing the functionality of modules, components, internal controls and/or entire information systems; performing workflow and data analyses; identifying patterns in system and/or user errors; identifying security requirements; performing system and network diagnosis; participating in work group meetings; reviewing training materials.</p> <p>Performs feasibility studies of automating systems by conducting comparative analyses and product evaluations of hardware, software, network systems, data systems, components, and/or related processes to evaluate the product's capability to meet the user, functional, and technical requirements and adhere to policies, procedures, laws and regulations.</p> <p>Designs various types of information systems by conducting and/or participating in the design phase; developing design/functional requirements/specifications; conducting a variety of preliminary tests (e.g., unit, integration, production simulation, load, network, test case scenarios); and collaborating with project managers; users; technical staff; programmers; analysts from other sections, departments, or agencies to produce project timetables, task assignments, and testing criteria, etc.</p> <p>Implements new information systems by collaborating with stakeholders of information systems (e.g., project managers; users; technical staff; programmers; analysts from other sections, departments, or agencies) or by providing supervisors with status updates or by other appropriate methods to assist in the completion and successful implementation, integration, transition, and/or efficiency of new information systems</p> |

and/or information system enhancements.

Supports existing information systems by monitoring the various systems, interfaces, processes, and/or components; setting up and configuring hardware and system components for local systems; installing and configuring various software; assessing and reporting on system performance; and providing various troubleshooting and technical support in order to ensure that the information system adheres with system development methodology and policies, procedures, laws and regulations.

Prepares a variety of documents (e.g., concept papers, work papers, schedules, statistical summaries, formal reports, feasibility study documentation, systems definitions, systems designs, training materials) by compiling and organizing data, directions, and information in a logical manner using appropriate computer software in order to facilitate accurate and effective communication, reporting, and record keeping within and between various stakeholders of information systems.

Interacts with various stakeholders of information systems by communicating with respect to information system-related projects and functions; providing and receiving information; and conveying the needs, requirements, and technical information of the parties involved to their direct supervisor and/or support team to assist in facilitating and/or interpreting communication between various stakeholders.

Provides orientation and/or technical training to various end-users by teaching functions, procedures, and processes of various information systems (e.g., off-the-shelf, and/or proprietary) in order to provide individuals with the necessary information to operate, maintain, and/or support various information systems.

Requirements

SELECTION REQUIREMENTS

A Bachelor's degree or higher from an accredited* college or university with:

- twenty-one semester or thirty-two quarter units of information systems classes,** (or)
- a combination of information systems and accounting classes totaling twenty-one semester or thirty-two quarter units, of which at least 8 semester units or 12 quarter units are information systems classes.**

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Experience assisting in the design, development, and testing of business systems.
- Experience assisting with the development of systems documentation, program specifications, or user manuals.
- Excellent verbal and written communication skills.
- Experience with any of the following software: Visual Basic, .net, C#, Java, HTML5, SQL, Web services, business intelligence software such as Crystal, Cognos, and Web Focus.
- Experience with Unix or Linux applications.

- Experience providing end user training or technical support.

Special Requirement Information

WITHHOLD INFORMATION: Please note that applicants who will meet the requirements by June 30, 2014, may also apply and must clearly state the expected date of graduation on the employment application. Such applicants will be placed on "withhold" status on the eligible register until the selection requirements are met and a photocopy of the degree and official transcripts is received by the analyst. All other applicants must submit the required documents at the time of filing or prior to testing.

******(2) In order to verify any type of college degree, such as Bachelor or Master degree, or completion of a certificate program, **you MUST include** a legible **photocopy** of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application at the time of filing or prior to testing. (2) In order to verify your completion of the required number of units of information systems classes, **you MUST include** a legible **photocopy** of your official transcripts with your application at the time of filing or prior to testing.

Accreditation Information

Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of an interview weighted at 100%.

The interview will assess: Systems Analysis, Systems Evaluation, Ability to use applicable software programs, English Language, Customer and Personal Service, Oral Comprehension, Active Listening, Speaking, Problem Sensitivity, Information Ordering, Critical Thinking, Problem Solving, Judgment and Decision Making, Reasoning, Mathematics, Reading Comprehension, Time Management, Attention to Detail, Dependability, Integrity, Adaptability/Flexibility, Innovation, Analytical Thinking, Cooperation, Initiative, Stress Tolerance, and Persistence.

Candidates must achieve a passing score of 70% on the interview in order to be placed on the eligible register.

Special Information

BACKGROUND CHECKS: Successful applicants will be required to complete a thorough background investigation, including a Live Scan fingerprint search prior to appointment. Examples of disqualifying factors are any felony convictions or misdemeanor convictions involving moral turpitude and any job-related misdemeanor convictions.

Vacancy Information

The resulting eligible register for this examination will be used to fill vacancies in the Department of Auditor-Controller, Systems Division.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of six (6) months following the date of promulgation.

No person may compete for this examination more than once every six (6) months.

Available Shift

Day

Application and Filing Information

Fill out your online application completely and correctly. Provide any relevant education, training, and experience so that we can evaluate your qualifications for the job.

INSTRUCTIONS FOR ONLINE FILING

APPLICATIONS MUST BE FILED ONLINE ONLY. Click on the tab above or below this bulletin that reads, "Apply to Job" so that you can apply online, track the status of your application, and get notified of your progress by email. You must upload any supporting documents during the application submission process. We must receive your application and any supporting documents by 5:00 P.M. PST, of the last day of filing.

Notes: (1) If you are unable to attach required documents, you may fax them to (213) 947-4848 or email to asim@auditor.lacounty.gov. Please include your name, exam number and exam title on all faxed and emailed documents. **(2)** As we may send correspondence via email, **please ensure your email address is current and correct.**

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements for this position. Please fill out your online application completely and correctly so that you will receive full credit for your related education and experience.

In the section provided for education, include the name and address of colleges attended, dates completed, college units earned, degrees earned, and specialization of study. **Also, provide information on relevant college courses completed, including the course name, course unit, and school in which the course was taken. If you will meet the selection requirements by June 30, 2014, provide information on the courses you will complete to meet the requirements.**

For each job held, provide the name and address of your employer, your payroll title, beginning and ending dates, salary information, and a detailed description of work performed.

Although resumes are accepted, they are considered a supplement to the application. **Failure to provide complete information on your application, failure to attach supporting documentation, and failure to follow instructions may impact assessment of your qualifications and acceptance into the examination process.**

All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

This examination may close for filing at any time without prior notice. Applicants are encouraged to submit their application along with the required documentation as soon as possible.

For additional information, please contact the exams analyst, Aaron Sim at (213) 974-8512.

County of Los
Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin

Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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| Department Contact Name | Aaron Sim |
| Department Contact Phone | (213) 974-8512 |
| Department Contact Email | asim@auditor.lacounty.gov |
| ADA Coordinator Phone | (213) 974-8512 |
| Teletype Phone | NONE |
| California Relay Services Phone | NONE |
| Alternate TTY Phone | NONE |
| Job Field | Information Technology |
| Job Type | Professional |

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